



## **South Bay Regional Public Safety Training Consortium**

**3095 Yerba Buena Road  
San Jose, California 95135-1598**

**Phone: 408.270.6458**

### **STAFF ASSISTANT FOR FACILITIES**

*SALARY: Range 74*

*Hourly \$16.06 - \$19.52*

#### **DEFINITION**

Successful candidates will have total responsibility for one of four areas within the Facilities Department i.e.; 1) Instruction Program Support 2) Vehicle Operations and Instructional Support 3) Range and Instructional Support 4) Maintenance and Instructional Support. Successful candidates will undergo cross training between these areas and assignments may rotate on a periodic basis.

Provides support services for both instructional and administrative departments of the Consortium, at multiple sites. Provisioning will at times require special methods and procedures related to the Consortium.

#### **ASSIGNMENT**

40 hours per week, flexible hours/days as arranged with supervisor.

#### **SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by management personnel.

Technical and functional direction is provided by Facilities Coordinator.

#### **EXAMPLES OF DUTIES**

*Depending on assignment, duties may include, but are not limited to, the following:*

- Maintain and assure the security of all Services and storage areas at all Consortium sites.
- Log out equipment, tools, materials and re-usable supplies to Consortium staff.
- Review Room Master Schedule for conflicts.
- Take inventory.
- Deliver and pick-up supplies and equipment to remote Consortium sites.
- Coordinate with Consortium personnel at multiple sites to ascertain the equipment and supply needs are met in a timely manner.
- Maintain stock levels of necessary supplies and equipment.
- Perform basic shipping/receiving activities with merchandise, equipment and supplies.
- As required, perform basic informational activities in determining pricing, availability and specifications of necessary supplies.
- Ensure safe handling, storage and proper labeling of hazardous materials and hazardous waste products. Obtain and maintain Material Safety Data Sheets.
- Clean and maintain tools and equipment and ensure their safekeeping.
- Perform preventative maintenance on equipment, calibrate and make minor repairs or order service calls as authorized.
- Perform a variety of office work such as preparing purchase requisitions, receiving logs, photocopying, distributing the mail, and answering the telephone.
- Assist in maintaining routine records, files, inventories, and reports.
- Perform related duties as assigned.

## **QUALIFICATIONS**

Knowledge of:

- Procedures and practices of shipping/receiving.
- Record keeping principles and procedures.
- English usage, grammar, spelling and punctuation.
- Basic procedures and practices of maintaining automotive vehicles and firearms
- Modern office practices and procedures.
- Use of personal computers and current software.

Ability to:

- Communicate effectively, orally and in writing.
- Monitor expenditures.
- Operate a computer with appropriate software.
- Order, procure and issue materials and equipment maintaining proper procedures and controls.
- Utilize reasoning skills to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Effectively communicate and interact with persons of diverse socio-economic and ethnic backgrounds.
- Establish and maintain cooperative-working relationships with those contacted during the course of work.
- Lift and move up to 50 pounds.

## **EXPERIENCE AND EDUCATION:**

Any combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. The knowledge and abilities could be obtained from education equivalent to the twelfth grade and two years of experience performing a variety of support services.

## **LICENSE, CERTIFICATES AND CLEARANCES:**

Possession of, or ability to obtain, a valid California Drivers License and provide a current DMV printout. Must pass DOJ clearance to handle weapons and ammunition.

## **SALARY RANGE**

\$16.06 - \$19.52 per Hour

## **APPLICATION REQUIREMENTS**

Only applications meeting the required qualifications will be forwarded to the screening committee. It is the responsibility of the applicant to submit all application material as a complete package. Applications will not be considered unless the package includes the following required documents:

- A current resume of all work experience, formal education and training.
- A cover letter which supports your candidacy for the position.

**Continuous open filing for future hourly/ non-benefited positions. Resumes will be purged every six (6) months.**

Submit to:

Human Resources  
South Bay Regional Public Safety Training Consortium  
3095 Yerba Buena Rd  
San Jose, CA 95135-1598  
408-223-6744

## **CANDIDATES MUST ASSUME ALL TRAVEL COSTS IF INVITED TO INTERVIEW FOR THE POSITION.**

Racial/ethnic minorities, women, persons with disabilities and Vietnam veterans are encouraged to apply for all positions. We are an equal opportunity employer and in compliance with Title IX and Regulation 504. The successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States. *Human Resources/Job Descrip./Staff Assist Facilities* We are unable to return or duplicate application materials. *July, 2002*